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| <p>Havells India Limited Havells India Human Resources Security Policy Version 1.0 Internal</p> |  HAVELLS |
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Havells India

Human Resources Security Policy

Version 1.0

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Document Scope

This document shall be applicable to the all employees/Third Parties referred henceforth shall include the staff working with IT department and/or handling, processing, and managing information/information assets of Havells.

Document Distribution

The Information Security Head shall distribute this policy to all employees working with IT department and/or handling, processing, and managing information/information assets of Havells by uploading it on the intranet/by sharing it via email/as appropriate.

Document Conventions

All statements in the document are mandatory requirements. Failure to observe these requirements may be construed as non-compliance to the policy.

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1. Purpose

The purpose of this policy is to define the information security requirements that are required to be incorporated in the human resource processes. This policy covers the following phases:

- a) Processes during the pre-employment;
- b) Processes during the employment; and
- c) Processes during separation/change of employment.

1.1 Scope

This policy shall be applicable to all employees/Third Party who deal with Havells' IT and/or handle, process or manage information/information assets of Havells.

1.2 Responsibility

It is the responsibility of the IT and HR team and respective or concerned business/functional team to implement and maintain the guidelines as defined in the policy.

1.3 Enforcement


All Employees and/or Third Party, who deal with Havells' IT and/or handle, process or manage information/information assets of Havells, must comply with this policy. All statements in the document are mandatory requirements. Failure to observe these requirements may be construed as non-compliance to the policy.

- a) Non-compliance with this policy shall be dealt with in accordance with the approved management process.
- b) Employees and Third Parties who breach this policy shall be subject to disciplinary action.

Requests for deviations from this policy must be documented and managed using the approved process. Any requests for deviations from this policy must be approved in accordance with the *Security Exception Management Policy*.

1.4 Authority

The Chief Information Officer (CIO), Chief Human Resource Officer (CHRO) and, information Security Head approves and enforces this policy and mandates processes to monitor and ensure compliance to this policy.

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2. Policy

Human Resource Security Policy is an essential prerequisite for information security management. This document outlines Havells intent to ensure that all employees, contractors, and third-party users are aware of their roles and responsibilities towards achieving and implementing information security to reduce/minimize information security risk.

The purpose of this policy is to communicate information security roles and responsibilities to all employees prior, during and post-employment.

2.1 Prior to employment


2.1.1 Screening

- a) All employees of Havells shall be subjected to pre-employment screening, which shall include the following background verifications:
 - i. Identity check (for e.g. any national identity documents);
 - ii. Educational background check (original certificate/degree of claimed academic and professional qualification);
 - iii. Past experience check (satisfactory character reference of one person above the level of manager from any previous employers, if applicable);
- b) Background verification shall be carried out in a secure manner to ensure that all personal information of employee is kept confidential;
- c) In case the background verification process is contracted to a background verification agency, the contract must clearly specify the agency's responsibilities for verification. Risks associated with such agency shall be handled in accordance with Third Party Security Policy (*Refer: Third Party Security Policy*)

2.1.2 Terms and Conditions of Employment

Following terms should be ensured in line with HR policy tools (*Refer: HR policy*)

- a) Confidentiality clause which shall hold employee liable for any unauthorised disclosure, theft, modification and/or destruction of information;
- b) The employees shall be responsible for maintaining the confidentiality, integrity, and availability of information;
- c) The exclusive rights to patents, copyrights, inventions, or other intellectual property developed by employees at Havells, shall reside with Havells; and
- d) Actions shall be taken against employees disregarding the requirements of the Havells' Information Security Policy as per *the code of conduct*.

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2.1.3 Code of Conduct and Non-Disclosure Agreement

- All employees shall sign the Code of Conduct at the time of joining Havells and periodically/as and when required by the management;
- All partners/third parties having access to information, information assets and/or information processing facilities of Havells shall sign a Code of Conduct including NDA.

Refer: Code of Conduct, Code of Ethics and Zero Tolerance Policy, HR Policy/SOP.

2.2 During Employment

2.2.1 Roles and Responsibilities

- The security team shall ensure that importance of information security is communicated to employees periodically; and
- All employees shall ensure to maintain confidentiality, integrity and availability of Havells' information, information assets and/or information processing facilities.

2.2.2 Information security awareness, education, and training

The IT department shall ensure that the information security awareness, education, and training is provided to all the employees of Havells:

- New joiners shall be made aware of Havells' information security policies at the time of their induction/joining;
- All employees and relevant third parties shall receive appropriate information security training on organizational policies and procedures periodically; Records (content/invites) of information security trainings shall be maintained; and
- Third party shall ensure that all employees of the third-party attend adequate training on information security.

2.2.3 Disciplinary Process


A formal and uniform disciplinary process shall be maintained by HR, for all employees violating the information security policy and procedures.

Refer: Zero Tolerance Policy, HR policy/SOP

2.3 Employee Separation or Change of Employment

2.3.1 Employee Separation or Change of Employment Responsibilities

- The HR department shall formalize a separation process including the return of all issued assets such as corporate documents, equipment, mobile computing devices, software, access cards, manual and/ or any other asset that is the property of Havells;
- The HR department shall ensure that separation/ change of employment responsibilities of the employees is clearly defined, assigned, and communicated to them; and

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2.3.2 Return of assets and removal of access rights

- a) The HR department shall ensure that at the time of separation/change of employment or transfer of employee, assets belonging to Havells shall be returned by the employee on the last working day; and
- b) On completion of assignment/engagement/project at Havells, employees of third parties engaged with Havells shall return all information assets such as corporate documents, equipment, mobile computing devices, software, access cards, manual and/ or any other asset that is the owned by Havells.